



*Jefferson County Parks Department
311 South Center Avenue, Room 204
Jefferson, WI 53549
(920) 674-7260*

Request for Proposal

Development of a Conceptual Bike Park and Trail Plan

1541 Annex Road, Jefferson, WI 53549

The Jefferson County Parks Department is soliciting proposals for development of a conceptual bike park and trail plan inclusive for the 18 acre County Farm drumlin immediately southwest of Jefferson, WI. The scope of the project shall include a new trail plan for both pedestrian and mountain biking use, a trail head, parking and connections to the Glacial River Trail and to Crawfish River Park.

Proposals should include a total project cost estimate as well as per unit costs for the itemized components. Interested bidders may visit the site and speak with park personnel on June 3rd, 2015 at 9:00 a.m. at the Health and Human Services Building at 1541 Annex Road, Jefferson, WI 53549. For questions or additional information, please contact (920) 674-7540 or e-mail kevinw@jeffersoncountywi.gov.

Proposals may be submitted by fax to 920-674-7585, by email to maryn@jeffersoncountywi.gov or delivered or mailed to the Jefferson County Parks Department at 311 South Main Street, Room 204, Courthouse in Jefferson, Wisconsin, 53549. All proposals must be received no later than 4 p.m. on Monday, June 15, 2015.

A. Terms of Engagement

The terms of the proposed contract will be for the duration of the project, which is the development of a conceptual bike park and trail plan inclusive for the above described project. The project is anticipated to be completed during 2015/16 field seasons.

NATURE OF SERVICES REQUIRED

A. Cost Estimates

The goal of the project is to develop conceptual bike park and trail plan inclusive for the 18 acre County Farm drumlin southwest of Jefferson, WI. The proposal should also include an entire project cost estimate as well as itemized component costs. The total project should not exceed \$10,000.00.

B. Scope of Work to be Performed

a. Project Start Up and Preliminary Analysis

Obtain data from Jefferson County. Review existing project and site data, and prepare GIS data for download into GPS units.

b. Fieldwork

Meet with Jefferson County, local bicycle club members and local stakeholders at site. Spend up to two (2) days assessing and designing the proposed project site. Spend up to two (2) days field designing and flagging a portion of trail for a trail building school. Spend one (1) day leading a trail building school for local land managers and club members. Classroom size limited to twenty (20) students.

c. Conceptual Design Report and Maps

Based on results of field assessments and stakeholder and land management input, develop a draft concept plan for the trails and bike park on the site with a goal of creating a comprehensive conceptual trail plan outlining feasible alignments and features. The Plan will consist of the following:

- i. Multi-Color Map graphic indicating the results of the assessment and conceptual/potential alignments for trail and bike park development
- ii. Report supplementing the map graphic with the following included:
 1. Background
 2. Existing conditions
 3. Opportunities and Constraints
 4. Trail Experience Descriptions (General)
 - a. Feasible trail corridors
 - b. Location of primary trailheads
 - c. Location of feasible park features
 - d. Future estimate of maintenance
 5. Next Steps
 - a. Approval
 - b. Phasing
 - c. Design
 - d. Construction

- C.** The successful bidder will be required to provide proof of liability insurance and a performance guarantee that the project will be completed by December 15, 2016. Jefferson County also requires a waiver of liability for any injuries resulting during installation.
- D.** References – Proposal will include a list of three (3) references for development of similar trail development and design, including names and contact information for people who are familiar with the equipment proposed.

Contact Information

The primary contact for the project is:
Kevin Wiesmann
Parks Supervisor
Jefferson County Parks Department
kevinw@jeffersoncountywi.gov
(920) 674-7540

Project Timeline

The following is a list of project deadlines:

- a. RFP Submission Deadline – June 15, 2015
- b. Proposal Selection – June 19, 2015
- c. Notification to selected firm – June 19, 2015
- d. Project completion – December 1, 2016

Note: Timeline will be dependent on sufficient funding received.

E. Address for final project deliverables:

Jefferson County Parks Department
311 South Center Avenue, Room 204
Jefferson, WI 53549
(920) 674-7260

EVALUATION PROCEDURES

A. Proposal Reviewers

Evaluation of submitted proposals shall be by the Jefferson County Parks Department.

B. Evaluation Criteria

Proposals will be screened to ensure that the format and sequence requirements have been complied with and that the vendor references have been included with the proposal. Non-complying proposals may be eliminated from further consideration.

The evaluation of proposals will be based on the following (The sequence shown does not imply importance).

1. Firm's history and experience in similar studies and projects
2. Related project experience and qualifications of assigned personnel
3. Degree to which the proposal meets requirements and demonstrates project understanding
4. Approach to addressing project elements
5. Time schedule planned for project (including estimated commencement and completion dates)
6. Proposal cost
7. Innovative solutions, responses, overall quality, and/or other factors
8. References

C. Final Selection

The Jefferson County Parks Department will select a firm based upon the above criteria. Jefferson County reserves the right to negotiate a contract with the selected vendor acceptable to the county. When contract negotiations are completed, the selected vendor must sign and provide an executed contract to the County for signature.

D. Right to Reject Proposals

Jefferson County reserves the right to reject any and all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the County.

The county reserves the right to accept the proposal considered most advantageous. All respondents accept this process when submitting a proposal.